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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1938 Agricultural Conservation Program - - - - - Southern Region

SOUTHERN REGION BULLETIN 204

INSTRUCTIONS FOR DETERMINING AND
REPORTING PERFORMANCE

(Applicable only to farms in Oklahoma and Texas and Class A farms in Arkansas and to ranches in Oklahoma and Texas)

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PART I. GENERAL INSTRUCTIONS

SECTION 1. ORGANIZATION

(A) **State.**—A State performance supervisor for each State will be employed who, under the direction of the State administrative officer in charge, will be directly responsible for checking performance. Where necessary, the State performance supervisor will be assisted by one or more district supervisors, who preferably should have had training and experience in engineering.

The State performance supervisor will be responsible for seeing that schools of instruction are held for the purpose of training local supervisors regarding land use and crop classifications, methods to be used in measuring land, the procedure to be followed in the determination of performance in 1938, care of materials used, and the filling out of necessary forms.

Persons designated by the State office must "spot check" at least one farm inspected by each supervisor and a minimum of 2 percent of the farms in the State, for the purpose of determining the accuracy of the work of the supervisors in measuring the fields and reporting land use. In making the "spot check" particular attention should be given to cases where the land classification is a matter of judgment and to fenced noncrop open pasture land. A portion of the "spot checking" must be done early in the inspection period.

(B) **County.**—The county committee will be in general charge of the work in connection with the determination of performance within the county.

The assistant in agricultural conservation, where employed, will have immediate supervision of the performance work in the county, and, if no county performance supervisor is employed, will make frequent checks on the work of each performance supervisor. If no assistant in agricultural conservation is employed, and in other cases where necessary, one or more county supervisors may be employed to supervise performance work and to make frequent checks on the work of each performance supervisor.

Supervisors will be employed for the purpose of making a determination of performance and a report as to performance on all farms to be covered by an application for payment and on *all* other farms on which cotton is planted regardless of whether the farm is covered by a work sheet. Supervisors must be capable and dependable. Wherever possible, persons who have done satisfactory work in land measurement under previous agricultural programs should be employed. Since county committeemen are charged with the responsibility of administering the program within the county, they are ineligible to serve as county or performance supervisors. A supervisor should not check any farm in which he has any sort of financial interest or any farm owned or operated by a near relative. Any supervisor whose work is found to be unsatisfactory will be promptly dismissed.

Where it is advisable that an engineering check be made on terraces, dams, tanks, and reservoirs to determine whether approved specifications have been met, it is suggested that one capable man be employed for each county to handle this job. If such checking is postponed until near the end of the year, it can be accomplished more quickly and with less expense.

SECTION 2. ACREAGES TO BE MEASURED AND ACREAGES WHICH MAY BE ESTIMATED

Measure (unless accurate measurements are already available) the total cropland and all acreages in the farm upon which a payment (or a deduction) will be based. Record separately the data for:

(1) Cotton, tobacco, rice, Irish potatoes, peanuts for market, wheat, commercial vegetables, corn, and each soil-building practice, respectively;

(2) The total acreage of general soil-depleting crops (where two or more soil-depleting crops, other than those mentioned in paragraph (1) above, are grown in the same field, the acreage of each may be estimated, but the total acreage of all such crops in each field shall be measured unless accurate measurements are already available);

(3) The total acreage of cropland not classified as soil-depleting. (If two or more nondepleting crops are grown in the same field, the acreage of each may be estimated, but the total acreage of the field shall be measured unless accurate measurements are already available.)

If accurate maps or aerial photographs are not available from which to make measurements, estimate the acreage of noncrop open pasture land. In Arkansas this must be the fenced noncrop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each five acres.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped; and hundredths amounting to more than five shall be considered as a whole tenth.

SECTION 3. METHODS AND MATERIALS TO BE USED IN CHECKING PERFORMANCE

Each performance supervisor should be familiar with Southern Region Bulletins 201, 251, and 252 and amendments thereto (hereinafter referred to as Bulletin 201, Bulletin 251, and Bulletin 252, respectively), SR Leaflet 202, and approved specifications for the carrying out of soil-building and range-building practices. He should *thoroughly* familiarize himself with the provisions of Southern Region Bulletin 204 and with each of the following forms: Form SR-112, "Division of Crop Acreages," Form SR-213, "Report of Performance," Form SR-111, "Farm Map," Form SR-212 and Form SR-212, Supplement 1, "Report and Division of Crop Acreages," Form SR-252, "Report on Examination of Range Land," and Form SR-254, "Report of Performance—1938 Range Conservation Program" (hereinafter referred to as Form 112, Form 213, Form 111, Form 212, etc.). Instructions regarding the execution of Forms 112 and 212, 213, and 254 are contained in parts II, III, and IV, respectively, hereof. Form 111 will be used only in those cases where farms are checked by chain or some method other than with aerial photographs or accurate maps.

(A) **Aerial photographs.**—If performance is determined by the use of aerial photographs, only such data as farm or ranch boundaries, field outlines, field numbers, and farm identification are to be recorded directly on the enlargements of the aerial photographs. In doing this the use of uniform legends is desirable.

(1) **Receiving, inspecting, and using aerial photographic materials.**—It will be the responsibility of the State office to receive aerial photographic materials and to inspect them in order to determine that they comply with *all* the specifications governing the contract or purchase of such materials, particularly with reference to scale, flight lines, overlap, sidelap, crabbing, coverage, quality of photographs, and index maps.

The following forms will be used in connection with aerial photographic materials:

Form SRM-103, "Inspection Report of Flying," will be used to report upon the inspection of flying under aerial-survey contracts and will not be used for materials acquired by purchase or from the Washington laboratories.

Form SRM-104, "Scale Check of Aerial Photographic Enlargements," will be used by representatives of the State office in reporting upon the scale of photographs purchased from commercial concerns only.

Form SRM-105, "Aerial Photographic Materials," will be used for listing materials received and should be prepared in triplicate and signed by a designated person in the State office. The set of contact prints and one complete set of photo-index maps will be retained in the State office. The county office will receive from the State office one set of photo-index maps and a set of enlargements providing complete coverage without stereoscopic overlap.

Form SRM-208, "Notice of Completion of Flying and Shipment," will be submitted by the contractor for each shipment of materials.

Form SRM-209, "Inspection Memorandum," will be used by the State office in reporting upon each consignment of contact prints and photo-index maps.

Form SRM-210, "Ratio Factor Report," will be used by the State office for reporting ratio factors to the contractor.

Form SRM-211, "Scale Check and Quality of Enlargements," will be used by the State office in reporting to the contractor upon the quality and scale of enlargements.

All inspection and checking of aerial photographic materials for acceptance under contract or purchase will be done by representatives of the State office. Such representatives will install the materials in the county offices and instruct the county office personnel in the proper use and care of them.

Ratioed enlargements furnished under contract or by Government laboratories will be based upon ground control measurements made by representatives of the State office. Enlargements furnished under commercial purchase will be ratioed by the concern providing them and will be checked by the State office for coverage, quality, and scale.

Specific instructions for the inspection of aerial photographs, the establishment of ground control, and the preparation of the forms listed above will be furnished the State office.

Photographic materials are of considerable value and must be given the proper care, as it is expected that with proper care they will be usable for a period of 3 to 5 years. These materials have been acquired by the Agricultural Adjustment Administration solely for use in connection with the programs of the Agricultural Adjustment Administration and are not to be loaned to or used for any other purpose by private persons, or any other governmental agency, whether Federal, State, or local, without specific authorization from the Agricultural Adjustment Administration.

One person in each county office should be designated to check out the enlargements and to watch for shortage and misuse of them. Safeguards should be provided in the filing and care of aerial photographic materials, tracings, blue prints, and other materials or equipment in the permanent mapping program.

On the enlargements furnished the county office 1 inch equals 10 chains in linear measurement (660 feet) and 1 square inch equals 10 acres.

Definite areas for checking performance should be assigned each supervisor, and the corresponding enlargements covering these areas

should be turned over to him, together with Forms 212 showing the names of the operators of the farms to be checked. Only a sufficient number of enlargements to provide 2 to 6 days' work should be issued to a supervisor at one time. A receipt showing the serial numbers of the enlargements issued should be obtained from the supervisor. The supervisor should be required to return to the office at least once a week all enlargements on which field checks have been made, together with a Form 212 for each farm checked and a Form 254 for each ranch checked. At the beginning of the work each supervisor should be required to report to the county office daily until the person in charge of the performance work in the county is satisfied that the supervisor fully understands the use of aerial photographs in determining performance.

Field and plot acreages will be determined in the county office by the use of planimeters or rotometers. Those selected for this work must be industrious, careful, and patient and have good eyesight. The instructions for the care and use of planimeters and rotometers furnished by the manufacturer with each instrument must be carefully followed.

Supervisors should be provided with a suitable carrying board, 21 by 25 inches, on which to clip the enlargements while using them. The enlargements should be fastened to the board by the use of binder clips. Never use thumb tacks. Enlargements should never be rolled or folded and should always be used on a firm flat surface. An oil-cloth cover slightly larger than the board should be carried in the field to protect the enlargements from inclement weather. Special safeguards should be provided to protect the prints from hand moisture and grit since either will easily damage the print and the planimeter.

It is necessary in all cases that the operator or his representative accompany the supervisor in making the field check of performance. The supervisor and the operator or his representative should examine the enlargement and identify the farm or ranch boundaries. Farm or ranch boundaries will be indicated on the enlargement by making at each corner, or change of direction, of the boundary a mark not exceeding one-half inch in length along the boundary in both directions. (A red wax pencil should be used for this purpose. Every effort should be made to avoid making any unnecessary marks, records, or notations on the enlargements.) Each field on the farm or ranch should then be inspected and the supervisor should number with a soft blue or black wax pencil consecutively on the enlargement each field and plot (including the noncrop open pasture land) which is bounded by permanent or semipermanent features. Subdivisions of these fields into plots in order to properly identify crops or practices should be shown on the enlargement as field number 1a, 1b, 1c, 4a, 4b, etc.

If a field boundary or a dividing line between crops or practices does not show plainly on the enlargement, or if field changes have occurred since the photographs were made or last used, sufficient ground measurements from features which can be identified on the photographs should be made with a chain or tape so as to locate the field boundary or dividing line. Each new line should be accurately plotted to scale on the photograph and the respective old line erased before leaving the farm or ranch. The supervisor should keep in mind

that the areas of the fields and subdivisions thereof will be determined in the county office. For this reason, in cases where the field boundaries or dividing lines are not clear and definite, it is necessary that they be traced on the enlargement with a sharp-pointed, soft blue or black wax pencil. Field boundaries must be outlined by fine or thin lines.

The normal working area of an aerial photograph is considered to be the central portion of the photograph bounded by lines which equally divide the overlapping areas of adjoining prints. It is recommended that lines, which equally divide the areas overlapped by adjoining prints, be drawn on each enlargement to indicate the normal working area of each photograph. Each supervisor should be cautioned to work inside of these lines whenever practicable. It is permissible to work slightly outside this area provided it is necessary to do so in order to complete the indication of the boundary of a farm or ranch or field on the same print. The outside boundaries of a farm or ranch should be indicated on one photograph whenever possible, but when it is necessary to show part on one photograph and the remainder on another special care should be taken in the transfer of the boundaries from one print to the other and proper records made.

After checking all the fields on the farm or ranch and identifying all crops and practices and entering the proper identifications on the enlargements and Form 212, the supervisor should carefully examine both the enlargement and Form 212 before leaving the farm or ranch, to see that all essential information has been entered thereon. This procedure should prevent the necessity of a return visit to check some minor detail.

Additional equipment needed in counties using aerial photographic materials. County offices should be equipped with the following:

- (1) One or more planimeters.
- (2) One or more rotometers.
- (3) One filing case for enlargements and photo-index maps.
- (4) A supply of smooth-writing wax pencils of various colors and art-gum erasers.
- (5) One or more large tables.
- (6) Magnifying glasses.

Supervisors going to the field should be equipped with the following:

- (1) One chain, 66 feet long, divided into tenths.
- (2) One 21-inch by 25-inch suitable carrying board for use in working with the enlargements in the field.
- (3) Oilcloth cover for the board.
- (4) One waterproof enlargement holder so made as to prevent soiling or otherwise damaging the enlargements while in use in the field.
- (5) Smooth-writing black or blue and red wax pencils.
- (6) One or more art-gum erasers.
- (7) One 6-inch ivory-covered scale graduated to fiftieths or hundredths of an inch.
- (8) Magnifying glass.
- (9) Plotting needles.

(B) **Plane table maps.**—The method of checking performance by plane table maps will be similar to that employed in checking performance by aerial photographs. The plane table maps are prepared by the Agricultural Adjustment Administration solely for use in connection with its programs and are not to be loaned to or used for any other purpose by private persons or any other governmental agency, whether Federal, State, or local, without specific authorization from the Agricultural Adjustment Administration.

(C) **Other methods.**—Where aerial photographs, plane table maps, or other accurate measurements are not available in 1938, checking will be done by chaining or some other equivalent method and a map of the farm or ranch shall be prepared by means of the sketch method similar to that used in 1937. A definite proportionate sketch (not necessarily to exact scale) should be drawn on Form 111 by the supervisor, showing the relative position of all fields and physical features.

Field areas will be calculated from the measurements of the sides, diagonals, or other principal dimensions. Measuring and calculating field areas by chaining sides, diagonals, or other dimensions, without measuring the enclosed angles, require that the field be "sized up" very carefully before beginning measuring. First, the shape of the field must be observed and if necessary a rough preliminary sketch may be made on scratch paper to determine how to measure the field or how to divide the field into measurable plots. If the land in the field is irregular in elevation or the distance is so great that a point cannot be clearly seen, a line may be established by a person standing on the elevation or at a convenient point, on whom the supervisor may sight in determining the line. Each distance measured shall be recorded on the sketch directly on the line to which it pertains in order that each area calculation may be rechecked in the county office.

Each sketch map should have recorded thereon the operator's name, the work sheet serial number, the supervisor's name, the date made, the 1938 land use of each field or plot, and the number of each field or plot. If desirable, this sketch may be redrawn in the county office to a more nearly exact scale. In all cases the sketches on Form 111 should be checked in the county office and at this time the acreage should be transferred to Form 212. The distance allowed around the edge of the crop area as the outside boundary of the crop area in the case of row crops should be one-half of the width of the average row.

All chains must be carefully checked for accuracy with a standard surveyor's tape before being used in the field and again at weekly intervals during the season.

The following equipment will be needed by each supervisor in counties using a method of checking performance other than by means of aerial photographs or plane table or other accurate maps:

- (1) One chain, 66 feet long, divided into tenths, and a supply of pins.
- (2) Sketching board.
- (3) Pencils and other necessary material.

SECTION 4. MULTIPLE FARMS

If a person expects to make application for payment with respect to a farm, all farms in the same county which he operates or rents to other persons for a share of the crops produced thereon shall be checked for performance.

SECTION 5. CLASSIFICATION OF LAND USE

(a) The classification of acreage as soil-depleting will be determined in accordance with the provisions of section XIII of Bulletin 201 and amendments thereto, the provisions of which must be studied carefully by each supervisor.

(b) All cropland not classified as soil-depleting will be considered nondepleting. Cropland means farm land which is tilled annually or in a regular rotation, excluding commercial orchards, restoration land, and any land which constitutes, or will constitute if such tillage is continued, a wind erosion hazard to the community, but including any other land which has been planted since January 1, 1930, to permanent pasture or forest trees and which was classified as cropland under the 1937 Agricultural Conservation Program, and including also land planted to noncommercial orchards other than abandoned orchards.

SECTION 6. ACCOUNTING FOR ALL WORK SHEETS

The county office shall account to the State office for every work sheet, either with a report of performance or with a statement by the landlord, operator, or county committee that the farm is idle or that no interested person on the farm expects to make application for payment with respect to his farming operations in the county in 1938.

**PART II. INSTRUCTIONS FOR FILLING OUT FORM SR-212
AND FORM SR-212, SUPPLEMENT 1**

Only one copy of Form 212 is to be prepared and in all cases it will cover the land covered by a single work sheet. Form 212 should not be prepared for farms which are idle in 1938. Farms on which crops are not planted but on which approved soil-building practices are carried out in 1938 are not considered to be idle.

In the space provided in the upper right corner enter the State and county code and the serial number of the work sheet covering the farm. If aerial photographs are used, enter in the space provided the number(s) of the enlargement(s) covering the land covered by the work sheet.

In section I enter the name of the 1938 operator and of the landlord in the space(s) provided. If the operator is also the landlord (as defined in Bulletin 201), enter the word "same" in the space provided for the name of the landlord.

In section II after the word "Operator" enter the serial numbers of all work sheets covering other farms in the county which the operator operates or rents to other persons for a share of the crops produced thereon. If the landlord shares in the crops produced on the farm, enter after the word "Landlord" the serial numbers of all work sheets

covering other farms in the county which the landlord operates or rents to other persons for a share of the crops produced thereon. If the landlord does not share in the crops produced on the farm, enter in lieu of the work sheet serial numbers the status of the tenant (cash, standing-rent or fixed-rent) in the space provided for the landlord's work-sheet serial numbers. If either the operator or the landlord has no other farm in the county which he operates or rents to other persons for a share of the crops produced thereon, enter the word "None" in the applicable space.

If other producers on the farm have one or more other farms in the county which they operate or rent to other persons for a share of the crops produced thereon, enter in the spaces provided their names and the serial numbers of the work sheets covering such farms.

If any producer on the farm operates or rents to other persons for a share of the crops produced thereon one or more farms in any other county in the State, enter his name, the name of the county, and the number of such farms in the spaces provided.

In section III the name and mail address of the operator and the names and mail addresses of other interested producers should be entered in the spaces provided. In case the operator is not the landlord, the name and mail address of the landlord should be entered in the space immediately to the right of the name of the operator if the landlord shares in the crops produced on the farm.

If there is not sufficient space for all entries, another Form 212 shall be used as a continuation sheet and appropriately identified as such.

If land was seeded to a crop for which a special acreage allotment is established and, in accordance with the provisions of section XIII of Bulletin 201, is not considered to be devoted to that crop because the crop failed and another soil-depleting crop thereon reached maturity, such seeding shall be appropriately identified and reported on Form 212 in the same manner as if the land had been considered to be devoted to the crop, but these acreages must be totalled separately and must be kept entirely separate from the acreages devoted to such crop. Where two crops which are included in the general acreage allotment are grown on the same land *only* the last planted of such crops shall be reported on Form 212. General soil-depleting crops grown on land considered to be devoted to a crop for which a special acreage allotment is established shall not be reported on Form 212.

In lines 1 through 25 enter separately the indicated data with respect to the fields devoted to the following soil-depleting crops in the order named: Cotton, tobacco, rice, Irish potatoes, peanuts, for market, wheat, commercial vegetables, corn, and other general soil-depleting crops. Bulletin 201 defines peanuts for market as follows: "Peanuts for market means only those peanuts separated from the vines by mechanical means and from which the principal part of the production is sold to persons off the farm." Peanuts dug for hay; vegetables for home consumption; and any cotton the staple of which is $1\frac{1}{2}$ inches or more in length should in all cases be included in general crops. Land planted to pure strains of Sea Island cotton and American-Egyptian cotton will be considered to be planted to cotton having a staple of $1\frac{1}{2}$ inches in length whether or not cotton produced therefrom in 1938 reaches that length. These kinds of cotton can be readily identified by their botanical charac-

teristics. All other kinds of cotton will be considered to have a staple of less than $1\frac{1}{2}$ inches in length unless it is proved by the producer that the staple of the cotton produced in 1938 is $1\frac{1}{2}$ inches or more in length.

Land planted to wheat, except as provided otherwise in subsection B, section XIII, Bulletin 201, is classified as soil-depleting.

The name of the respective crop should be entered in column C and the data with respect to the fields devoted to such crop entered on the lines immediately below the name of the crop. The supervisor will determine the number of fields devoted to each of the crops designated above in order that he may know how many lines to provide for the data with respect to each such crop. The supervisor will enter the field number and the fractional share of the crop in that field to which each interested producer is entitled.

The acreage of each field, the acreage share of each producer, the total acreage of each crop, and each producer's total acreage share in each crop will be determined and entered in the county office. The total of the producers' acreage shares of each field must equal the acreage in column C for such field; thus, the total acreage shares of all producers for each crop will equal the total acreage of that crop (the total of the individual field acreages in column C for that crop). If, due to the rule of fractions, the total of the producers' acreage shares do not equal the total acreage of the crop in that field, the necessary adjustment should be made in the largest item.

If there is only one producer unit on the farm, it will not be necessary to enter the fractional shares for each field nor to compute the acreage shares for each field. In such cases the fractional shares and acreage shares may be entered only once for each crop.

In cases where a number of tenants are interested in the crop in one or more fields on the farm and the supervisor cannot readily determine the fractional shares of the acreage in each field to which each producer is entitled, he should designate the producers interested in the crop in each field by entering a check mark in the respective column for fractional share. In such cases, the total acreage shares for each producer will be determined on Form 112 and entered in the respective column after the acreages have been determined in the county office.

Form 112 will be prepared as follows:

1. Enter in the space provided in the upper right corner the State and county code and serial number of the work sheet covering the farm.

2. Enter the name of the crop in the space provided.

3. Enter the name of each person working a producer unit and on the same line enter in the appropriate space:

(a) the acres of such crop in the producer unit,

(b) the fractional share of the crop on that acreage to which the landlord, share-cropper, and operator, respectively, are entitled in accordance with the terms of the lease or operating agreement, and

(c) the acreage share of the crop on that acreage to which the landlord, share-cropper, and operator, respectively, are entitled.

If a field is noncropland (that is, commercial orchards intertilled, restoration land, or any land which constitutes, or will constitute if such tillage is continued, a wind erosion hazard to the community), the letters "N C" and the percentage of the field which is devoted to the soil-depleting crop should be entered in column B and the acreage representing such percentage of the total acreage in the field should be entered in column C. No field designated as such should include both cropland and noncropland. Cropland includes "new ground" devoted to tilled crops in 1938.

The entire acreage devoted in 1938 to soil-depleting crops interplanted or grown in combination with nondepleting crops is classified as soil-depleting.

The supervisor will designate the acreage of Irish potatoes for market by entering the letter "M" in column B.

The supervisor will designate the acreage of wheat abandoned for any reason by entering the letter "A" in column B. If wheat was abandoned on only part of a field designated as such, the supervisor will also enter in column B the percentage of the field on which wheat was abandoned.

In case of *consecutive* cropping the name(s) of the crop(s) under which the field is to be reported shall be determined in accordance with the provisions of section XIII of Bulletin 201. If any acreage is considered to be devoted consecutively to two soil-depleting crops, the supervisor should enter the letter "D" in column B and circle the space in column C in the line in which the acreage of the last planted of such crops is to be entered.

If a field is devoted *simultaneously* to two or more soil-depleting crops, the field number should be entered under each such crop and the percentage of the field which is devoted to the respective crop should be entered in column B, and the acreage representing such percentage of the total acreage in the field should be entered in column C. However, if both crops are general soil-depleting crops other than Irish potatoes, peanuts for market, commercial vegetables and corn, the field will be shown only once under general crops and therefore it will not be necessary to enter the percentage. Where strips of soil-depleting crops alternating with strips of crops not classified as soil-depleting are 3 rows (10 feet) or more apart, such acreage shall be classified in accordance with the actual acreage occupied by such crops; the strips or rows not classified as soil-depleting being measured from the outside of the 3½ foot strips which shall be considered to constitute a row.

In section IV the supervisor should enter in lines 26 through 36 the field number and the crop or land use of each field of cropland which is not devoted to soil-depleting crops in 1938. The acreage of such fields will be determined and entered in the county office. The entries in lines 26 through 36 should include land which has been planted since January 1, 1930, to permanent pasture or forest trees and which was classified as cropland under the 1937 Agricultural Conservation Program and should also include land planted to non-commercial orchards other than abandoned orchards, excluding that part of such land which is classified as soil-depleting. The entries in lines 26 through 36 should also include the acreage of restoration land and the acreage in commercial orchards devoted to nondepleting tilled

crops in 1938 and such fields should be indicated as noncropland by entering the letters "N C" and the percentage of the field devoted to such crop in column C in the respective line. The acreage representing such percentage of the total acreage in the field should be entered in column E.

The entries in lines 26 through 36 should *not* include any land which is idle in 1938 unless it is land which is tilled annually or in a regular rotation.

Any acreage which is not tilled annually or in a regular rotation (such as land planted to forest trees since January 1, 1930, and not tilled annually and land planted to permanent pasture since January 1, 1930) should be so designated by entering the letters "N T" in column C and such acreage should be entered in column D. The acreage which is tilled annually or in a regular rotation should be entered in column E. No field designated as such should include both land which is tilled annually or in a regular rotation and land which is *not* tilled annually or in a regular rotation.

In line 37, column D, enter the total of the acreages in lines 26 through 36 in that column. In line 38, column E, enter the total of the acreages in lines 26 through 36 in that column. In line 39 enter the total of the acreages in line 37, column D, and line 38, column E.

In section V the supervisor will enter in the spaces provided the acreage of land on which commercial vegetables were grown in 1936 and in 1937, as reported by the operator or his representative. These acreages will not include vegetables for home use. The average acreage of commercial vegetables grown on the farm in 1936 and 1937 will be determined and entered in the county office.

Enter in lines 40 through 43 the field number and the kind of commercial orchards, if any. Bulletin 201 defines commercial orchards as follows: "Commercial orchards means the acreage in planted or cultivated fruit trees, nut trees, vineyards, hops, or bush fruits, on the farm on January 1, 1938 (excluding nonbearing orchards and vineyards), from which the principal part of the production is normally sold."

In lines 44 through 47 the supervisor should enter the field numbers of noncrop open pasture land. Care should be taken to see that no cropland is included in such fields. Open pasture land is that part of the pasture land on which the predominant growth is forage suitable for livestock and on which the number and grouping of any trees or shrubs are such that the land could not fairly be considered to be woodland. (In Arkansas such pasture land must be fenced and must have a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres.) The normal pasture season shall be the period during which the pasture will sustain livestock without supplemental feed, which, in no case, shall be less than five months. One animal unit means one cow, one horse, five sheep, five goats, two calves, or two colts, or the equivalent thereof.

The gross acreage of each field and the total acreage of commercial orchards and fenced noncrop open pasture land will be determined and entered in the county office.

For farms in Oklahoma and Texas the supervisor should enter in line 48 his estimate of the grazing capacity (expressed in animal units) which such pasture will carry on a 12-month basis. The

State committee will recommend for approval by the Director of the Southern Division the minimum number of acres of noncrop open pasture land for any farm in each county and the average number of acres of noncrop open pasture land in each county required to carry one animal unit on a 12-month basis. In making this recommendation, consideration should be given to the grazing capacity established for ranches in the county and the grazing capacity recommended for noncrop open pasture land shall be comparable with that established for ranches in the same county.

In line 49 enter in the spaces provided:

1. The number of milk cows on the farm when performance is checked (including all cows and heifers that have been milked at any time during the past 12 months), and
2. The usual or average number of milk cows on the farm during the 5 years 1933-1937, omitting any years when the number of milk cows on the farm was abnormally high or abnormally low.

In section VI enter in the spaces provided the name of each producer who contributed to the expense incurred in carrying out one or more approved soil-building practices on the farm in 1938. If the landlord carried out approved soil-building practices on the farm but does not share in the soil-depleting crops grown thereon, his mail address must be entered. Each person contributing to the practice carried out on a particular acreage shall be deemed to have contributed equally to the carrying-out of such practice; provided that if the persons who carried out the practice establish to the satisfaction of the county committee that their respective contributions thereto were not in equal proportion, the soil-building practice units with respect to that acreage shall be divided in the proportion in which the county committee determines each person contributed thereto. In determining whether a person incurred expense in carrying out any approved soil-building practice, consideration should be given to each item of expense such as purchasing seed, fertilizer, or other materials, or employing labor; to labor performed without otherwise receiving compensation therefor; and to the workstock and equipment furnished for carrying out the practice.

For any practice to qualify to be entered on Form 212, it must have been performed in a workmanlike manner and in accordance with good farming practice for the locality. Practices carried out with labor, seed, trees, or materials furnished entirely by any State or Federal agency (except grants of aid furnished by the Agricultural Adjustment Administration) shall not be reported on Form 212. If a portion of the labor, seed, trees, or other material used in carrying out any practice on a particular acreage is furnished by a State or Federal agency (other than the Agricultural Adjustment Administration) and such portion represents one-half or more of the total cost of carrying out the practice, such acreage shall *not* be reported on Form 212. If the portion so furnished represents less than one-half of the total cost of carrying out a practice on a particular acreage, one-half of the extent to which the practice is carried out on such acreage should be reported on Form 212.

If a program is being carried out on the farm in cooperation with the Soil Conservation Service, enter in section VI only those practices

carried out on the farm which have been approved on Form ACP-74, applicable to such farm.

For each approved soil-building practice carried out, the supervisor should enter the field number, practice number, and the extent (other than acres, which will be determined and entered in the county office) together with the fractional share of the soil-building practice carried out by each producer on such field. If the producers do not show to the satisfaction of the county committee that their respective contributions to the carrying-out of a soil-building practice on a particular acreage are not in equal proportion, each such producer shall be deemed to have contributed equally to carrying out the practice on such acreage.

The factor for each practice will be entered (from section IV of Form 213) in column D in the county office and the units with respect to the practice carried out on each field will be determined and entered in column E. Each producer's fractional share of the soil-building practice units with respect to each field will then be determined and entered in the applicable spaces. The sum of the soil-building practice units so determined for each field must equal the units shown in that line in column E; thus the total units for all producers will equal the total units computed for all approved soil-building practices carried out on the farm.

Express all units to the nearest tenth of a unit; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

The operator and the supervisor should check section XIV of Bulletin 201 carefully to see that each approved soil-building practice carried out on the farm in 1938 is entered and they should determine that each such practice is listed correctly and was carried out in accordance with the provisions of Bulletin 201 and that approved specifications have been met.

Under practice number 1 the total pounds of superphosphate applied to or in connection with the seeding of the specified crops shall be entered in column C. If a material other than 16 percent superphosphate is applied, the number of pounds applied as shown on Form 212 should be expressed as the equivalent amount of 16 percent superphosphate. Three hundred pounds of 16 percent superphosphate is the equivalent of 100 pounds of 48 percent superphosphate. Triple superphosphate obtained from the Agricultural Adjustment Administration as a grant of aid should be reported under practice number 1 *when applied in accordance with the provisions of the practice.*

Under practice number 3 enter only the terraces constructed in 1938 for which proper outlets are provided in 1938.

If the rate of application for practice number 7 is less than 2 tons air-dry weight per acre, such application will not qualify as a soil-building practice.

Under practice number 8 the equivalents of 1,500 pounds of ground limestone are:

- A. 750 pounds of burned limestone.
- B. 1,050 pounds of hydrated lime.
- C. 1,500 pounds of ground oyster shells.
- D. 2,250 pounds of limestone screenings.

Form 212 shall be dated as of the date the performance reported on was completely checked and signed by the operator and by the supervisor who checked the land use and crop classifications. If another supervisor checks the soil-building practices, he should initial and enter the date on the Form 212 on which each practice was checked.

Form 212, supplement 1, is to be used only in those counties to which the provisions of item 2 of subsection B and subsections C and D of section V, Bulletin 201, are applicable.

One copy of Form 212, supplement 1, will be prepared by the supervisor and will cover the same land covered by the corresponding Form 212. The State and county code and serial number of the work sheet covering the farm and the name of the 1938 operator should be entered in the spaces provided in the upper right corner.

The supervisor will designate and enter separately on Form 212, supplement 1, the field number and the land use with respect to the following:

1. Native sod or any other noncropland broken out between November 1, 1937, and October 31, 1938.
2. Land restored to permanent vegetative cover (in addition to any restoration land on the farm).
3. Land subject to serious wind or water erosion hazards on which approved conservation measures were not carried out in 1938.
4. Restoration land on which required conservation measures were not carried out in 1938.

The acreage of each such field and the respective totals will be determined in the county office and entered in Column C.

Form 212, supplement 1, will be signed by the supervisor reporting the data shown thereon and dated as of the date on which such data were obtained.

PART III. INSTRUCTIONS FOR FILLING OUT THE REPORT OF PERFORMANCE WITH RESPECT TO FARMS (FORM SR-213)

Form 213 should be prepared in triplicate (in quadruplicate in case the operator is a share tenant). The original will be sent to the State office in accordance with instructions to be issued later, one copy retained in the county office and one copy furnished the operator (and one copy should be sent to the landlord, if the operator is a share tenant).

Enter the State and county code and serial number of the work sheet covering the farm and the name of the 1938 operator in the spaces provided in the upper right corner.

Enter in the space provided the total land in the farm from line 18, column G, of the work sheet covering the farm.

The acreages of soil-depleting crops, nondepleting crops, commercial orchards and fenced noncrop open pasture, and the extent of soil-building practices carried out on the farm will be obtained from sections III, IV, V, and VI, respectively, of Form 212.

In section I the utilization of the land in 1938 will be shown. In column A enter that part of the respective acreage which is non-

cropland (as designated by the letters "N C" in column B, section III, and column C, section IV, of Form 212), and in column B enter that part of the respective acreage which is double-cropped (as indicated by the letter "D" in column B and the acreage circled in column C, section III, Form 212).

In line 1, column D, enter the acreage devoted to cotton.

In line 2 immediately to the left of column A enter that part of the acreage on the farm seeded to rice which is *not* considered as being devoted to rice in accordance with the provisions of section XIII of Bulletin 201.

In line 2, column D, enter the acreage devoted to rice. If tobacco is grown on the farm, strike out the word "Rice" and enter the kind and acreage of tobacco in line 2.

In line 3 immediately to the left of column A enter that part of the acreage on the farm planted to Irish potatoes which is *not* considered as being devoted to Irish potatoes in accordance with the provisions of section XIII of Bulletin 201.

In line 3 immediately to the right of the words "Irish potatoes" enter that part of the acreage on the farm devoted to Irish potatoes which are for market.

In line 3 enter the acreage devoted to Irish potatoes. In all counties except the commercial Irish potato counties designated in Bulletin 201 this acreage will be entered only in column C. In the designated commercial Irish potato counties this acreage will be entered only in column D.

In line 4 enter the acreage devoted to peanuts for market. In all counties except the commercial peanut counties, designated in Bulletin 201, this acreage will be entered only in column C. In the designated commercial counties this acreage will be entered only in column D.

In line 5 immediately after the word "Wheat" enter that part of the acreage on the farm seeded to wheat for harvest which was abandoned, as designated by the letter "A" in column B, section III, Form 212. (This includes all wheat seeded for harvest which was abandoned, regardless of whether or not the land is considered as being devoted to wheat.)

In line 5 immediately to the left of column A enter that part of the acreage on the farm seeded to wheat for harvest which is *not* considered as being devoted to wheat in accordance with the provisions of section XIII of Bulletin 201. (This does *not* include wheat which was used as a green manure crop.)

In line 5, column D, enter the acreage devoted to wheat and classified as soil-depleting in 1938.

In line 6, column C, enter the acreage devoted to commercial vegetables.

In line 7, column C, enter the acreage devoted to corn.

In line 8, column C, enter the acreage devoted to general soil-depleting crops other than those reported in lines 3 through 7. In line 8, column D, enter the sum of the acreages in lines 3 through 8, column C.

In line 9, column D, enter the sum of the acreages in lines 1 through 8 in that column.

In line 10, column D, enter the acreage from line 39, column E, Form 212.

In line 11, column C, enter the total acreage of commercial orchards on the farm from section V of Form 212.

In line 12, column C, enter the total acreage of fenced noncrop open pasture land from section V of Form 212.

In line 13, enter (a) for farms in Oklahoma and Texas the grazing capacity of the noncrop open pasture land on the farm from line 48 of Form 212, as adjusted by the county committee if necessary to bring the average grazing capacity of all open pasture land on cooperating farms in the county in line with the average grazing capacity established for the county, and (b) the number of milk cows on the farm, and the usual number of milk cows on the farm from line 49 of Form 212.

In line 14, column D, enter the total of the acreages in lines 9 and 10 in that column, less any acreages of noncropland and any acreages double-cropped, as shown in columns A and B, respectively.

In section II enter in line 15, column D, the total of the acreages in column A of section I.

In line 16, column D, enter the total of the acreages in lines 14 and 15 in that column.

In line 17, column C, enter the acreage of cropland not tilled annually or in a regular rotation from line 37, column D, Form 212.

Instructions for filling out lines 18, 19, and 20 will be issued at a later date.

In section III enter in the applicable line, from Form 212, supplement 1, the acreage indicated in the respective line.

In section IV, the extent to which each approved soil-building practice was carried out should be entered in the proper space in column A, from section VI of Form 212.

In column C enter the number of soil-building practice units for each practice. If practice number 9 was carried out on the farm compute the factor for this practice by dividing the acreage of open pasture land by twice the number of animal units carrying capacity for such pasture land and enter the symbol indicating division and the factor in the proper place in column B.

The number of units for each soil-building practice shall be computed by dividing or multiplying, as indicated, the entry in column A by the factor in column B. Express all units to the nearest tenth of a unit; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth. The total number of units computed in section III must equal the total number of units computed in section VI of Form 212. If there is a variation due to the rule of fractions the necessary adjustment shall be made on Form 212 in the number of units computed for the producer having the largest number of such units.

Form 213 should be signed by the supervisor and the date should be entered in the space provided.

PART IV. INSTRUCTIONS FOR FILLING OUT THE REPORT OF PERFORMANCE WITH RESPECT TO RANCHES (FORM SR-254)

Form 254 should be prepared in triplicate. The original will be sent to the State office in accordance with instructions to be issued later, one copy retained in the county office, and one copy given to the operator.

The general instructions contained in part I of this Bulletin 204 apply in determining and reporting performance with respect to ranches, except that all acreages or other units shall be expressed to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number. The supervisor who checks performance on ranches may or may not be the same person who served as range inspector. Performance with respect to each practice should be checked as soon as possible after completion of the practice.

Enter the State and county code and ranch serial number in the space provided in the upper right corner.

In section I enter the name(s) and address(es) of the 1938 operator(s) in the spaces provided.

In section II enter in the applicable space the extent to which each approved range-building practice was carried out. Care should be taken to enter the correct acreage, poundage, linear feet, and cubic yards. Care should be taken to see that the entries do not include any practice unless—

(1) such practice was approved by the county committee on Form SR-252, "Report on Examination of Range Land," and

(2) such practice was carried out according to the generally accepted standards of good ranching with materials of the kinds and qualities customarily used.

The operator and the supervisor should check section II carefully to see that each range-building practice is listed correctly; that none is omitted; that each practice listed is carried out in accordance with the provisions of Bulletin 251, and that approved specifications have been met. No payment will be made for carrying out any range-building practice if one-half or more of the total cost of labor and material with respect to that practice was furnished by any State or Federal agency other than the Agricultural Adjustment Administration. If less than one-half of the total cost of carrying out any practice was furnished by a State or Federal agency other than the Agricultural Adjustment Administration, one-half of the extent to which such practice was carried out will be entered on Form 254.

No acreage should be estimated if accurate measurements, aerial photographs, or plane table maps are available.

Enter in the space provided the acreage on which practice number 1 was carried out. The supervisor should make a careful inspection of each acreage to satisfy himself that the land was withheld from grazing for a period of at least 150 days, beginning on any date

between February 1 and June 1, 1938, inclusive, recommended by the county committee and approved by the State committee. He should also inspect the remainder of the range land on the ranch to determine whether or not it has been overgrazed, and to determine that the remaining conditions for this practice have been met. If overgrazing to an extent that causes deterioration has occurred on the remaining part of the ranch, or if any of the other conditions have not been met, the supervisor should attach a statement to Form 254, setting forth the facts in the case.

Enter in the space provided the total number of pounds of seed sown in accordance with the conditions of practice number 2.

Enter under practice number 3 (a) the number of acres on which contour listing, furrowing, or subsoiling was carried out.

Enter under practice number 3 (b) the total linear feet of contour ridges constructed in 1938.

Measure and compute the number of cubic yards of materials moved in constructing spreader dams under practice number 4 (a) and enter the result in the applicable space. No payment will be made for this practice unless the dam is constructed in accordance with approved specifications.

Measure the linear feet of spreader terraces constructed in accordance with the conditions of practice number 4 (b) and enter the result in the applicable space. Such terraces must be constructed in accordance with approved specifications.

Measure and compute the number of cubic yards of materials used in constructing reservoirs and earthen tanks in accordance with the conditions of practice number 5. Include in such computation only the material used in that fill or dam.

If concrete or rubble masonry dams are constructed in lieu of earthen dams, measure and compute the number of cubic yards of materials used in constructing such dams in accordance with the conditions of practice number 6. (Payment will be made for this practice only in those cases where earthen dams or reservoirs are impracticable and where there is no possibility of using the masonry dam for irrigation.)

Enter in the applicable space the total linear feet of drilling or digging for wells in accordance with the specifications under practice numbers 7 (a) and 7 (b). (Payment will not be made for a well developed at the ranching unit headquarters.)

Measure and compute the number of cubic yards of material moved in the development of natural watering places under practice number 8(a) or 8(b) and enter the result in the applicable space.

Enter in the space provided the acreage on which practice number 9 was carried out between January 1, 1938, and November 1, 1938.

For practice numbers 10, 11, and 12, rescuing range land from prickly pear and cactus, mesquite, and cedar, respectively, measure the acreage having light infestation on which each practice was carried out and enter the result in the space provided. Likewise, measure and make a separate entry for each such practice where there was a medium or heavy infestation and enter the results in the spaces provided.

Measure the acreage of range land rescued from a heavy infestation of lechuguilla and enter the result under practice number 13.

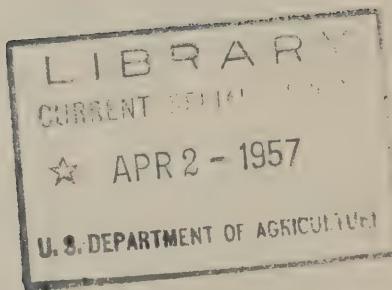
Make a careful estimate of the number of linear feet of fire guards constructed in accordance with practice number 14 and enter the result in the applicable space. Do not include those fire guards that are less than 10 feet in width.

Form 254 shall be signed by the supervisor and dated as of the date the performance reported on was completely checked.

Issued June 6, 1938, with the approval of the Administrator.

J. W. Ruggan

*Director, Southern Division,
Agricultural Adjustment Administration.*



SRB-204
Amendment 1



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 204

Amendment 1

JUL 29 1938
204 Amendment 1
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Southern Region Bulletin 204 is hereby amended as follows:

I. The fifth paragraph beginning on page 9 is amended to read as follows:

"If land was seeded to a crop for which a special acreage allotment is established and, in accordance with the provisions of section XIII of Bulletin 201, is not considered to be devoted to that crop because the crop failed and another soil-depleting crop thereon reached maturity, such seeding shall be appropriately identified and reported on a supplemental Form 212 in the same manner as if the land had been considered to be devoted to the crop. Where two crops which are included in the general acreage allotment are grown on the same land, only the last planted of such crops shall be reported on Form 212, provided that general soil-depleting crops grown on land considered to be devoted to a crop for which a special acreage allotment is established shall not be reported on Form 212, except that commercial vegetables grown on land which is considered as being devoted to another soil-depleting crop shall be appropriately identified and reported separately on Form 212 or, if necessary, on a supplemental Form 212. In either case such acreage must be reported separately from the acreage considered as being devoted to commercial vegetables."

II. The following paragraph is added following the tenth paragraph beginning on page 16:

"In line 6, immediately to the left of column A, enter that part of the acreage on the farm on which commercial vegetables were grown in 1938, which is not considered as being devoted to commercial vegetables in accordance with the provisions of section XIII of Bulletin 201."

Issued July 6, 1938, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

SRB-204
Amendment 2



Issued August 9, 1938.

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AUG 31 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 204
Amendment 2

Part III of Southern Region Bulletin 204 is hereby amended by striking out the paragraph on page 17 which reads as follows:

"Instructions for filling out lines 18, 19, and 20 will be issued at a later date."

and inserting in lieu thereof the following:

"In line 18, enter above the name of the respective crop (1) the usual or normal acreage of Burley tobacco, if any, as readjusted by the county committee on Form SR-204-T, (2) the usual acreage of wheat, adjusted for topography and type of soil, from column 16 of Form SR-204-W or from the last line of the "acreage" column, table 4 of the work sheet, and (3) the 1938 acreage of rice as shown in line 2, column D, form 213, plus any additional acreage of cropland on the farm which the county committee determines is normally devoted to the production of rice but which is not devoted to rice in 1938. In line 18, column C, enter the total of the acreages in line 18 to the left of column C.

"In line 19, column D, enter the total of the acreages in lines 17 and 18, column C.

"In line 20, column D, enter the acreage in line 16 minus the acreage in line 19 in that column."

Issued August 9, 1938, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

SRB-204

Amendment 2 (Revised)



Issued October 3, 1938

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Amendment 2 (Revised)
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

1938 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 204
Amendment 2 (Revised)

Part III of Southern Region Bulletin 204 is hereby amended by striking out the paragraph on page 17 which reads as follows:

"Instructions for filling out lines 18, 19, and 20 will be issued at a later date."

and inserting in lieu thereof the following:

"In line 18, enter above the name of the respective crop (1) the usual or normal acreage of Burley tobacco, if any, as readjusted by the county committee on Form SR-204-T; (2) (a) 128.0 percent of the 1939 wheat acreage allotment or (b) the usual wheat acreage if an allotment is not established, or (c) the 1938 acreage if the usual acreage is not established; (3) the 1938 acreage of rice as shown in line 2, column D, form 213, plus any additional acreage of cropland on the farm which the county committee determines is normally devoted to the production of rice but which was not devoted to rice in 1938. In line 18, column C, enter the total of the acreages in line 18 to the left of column C.

"In line 19, column D, enter the total of the acreages in lines 17 and 18, column C.

"In line 20, column D, enter the acreage in line 16, minus the acreage in line 19 of that column."

Issued October 3, 1938, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

SRB-204
Amendment 3



Issued August 22, 1938.

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204 Amendment 3
AUG 31 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1938 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 204
Amendment 3

Southern Region Bulletin 204 is hereby amended as follows:

I. The second paragraph beginning on page 12, which reads

"Any acreage which is not tilled annually or in a regular rotation (such as land planted to forest trees since January 1, 1930, and not tilled annually and land planted to permanent pasture since January 1, 1930) should be so designated by entering the letters "NT" in column C and such acreage should be entered in column D. The acreage which is tilled annually or in a regular rotation should be entered in column E. No field designated as such should include both land which is tilled annually or in a regular rotation and land which is not tilled annually or in a regular rotation."

is amended to read as follows:

"Any acreage which is not tilled annually or in a regular rotation (such as land planted to forest trees since January 1, 1930, and not tilled annually or land planted to permanent pasture since January 1, 1930, on land which was severely eroded or on slopes considered too steep to cultivate or land which is permanently in permanent pasture) should be so designated by entering the letters "NT" in column C and such average should be entered in column D. Perennial pastures established since the above date on crop land which are not intended as permanent pasture and which is suitable for and which could be readily returned to tilled crops are considered to be on land which is tilled annually or in a regular rotation and should be so reported. No field designated as such should include both land which is tilled annually or in a regular rotation and land which is not tilled annually or in a regular rotation. The acreage which is tilled annually or in a regular rotation should be entered in column E."

II. At the end of the matter inserted by Amendment 2 insert the following:

"In line 20, column C, enter the total acreage of land which is tilled annually or in a regular rotation, which will be the sum of the amounts in line 18, column C, and line 20, column D."

Issued August 22, 1938, with the approval of the Administrator.

I. W. Duggan
I. W. Duggan,
Director, Southern Division.

